



**The City of Santa Clara
California**

EMPLOYMENT OPPORTUNITY

FIREFIGHTER #30-08-480

Open/Competitive

APPLICATION PACKETS WILL ONLY BE ACCEPTED TUESDAY, MAY 27 (8am) – THURSDAY, MAY 29, 2008 (4pm)

MONTHLY SALARY RANGE: \$7,526 - \$9,151 (Longevity Pay up to \$ 9,601) – 24-hour schedule

MINIMUM QUALIFICATIONS:

Applicants must possess the following qualifications at time of application:

- Education: Graduation from high school or equivalent
- Experience: None required
- Age: Must be at least 21 years of age (Must be born on or before May 29, 1987)

DESIRABLE QUALIFICATIONS:

- Possession of a valid California or National Registry Emergency Medical Technician – Paramedic (EMT-P) license is highly desirable
- Demonstrated proficiency in a second language, in accordance with the City's needs
- Military experience, journey-level status in the building construction trades, or other work experience relevant to fire service
- Community service experience
- An associate's or higher-level degree for an accredited college or university

LICENSES AND CERTIFICATES:

All applicants must possess the following at time of appointment:

- A valid California driver's license
- A valid California or National Registry Emergency Medical Technician – I (EMT-I) certificate

Applicants who wish to be considered for a paramedic assignment must possess the following prior to appointment to a Paramedic assignment:

- A valid California or National Registry Emergency Medical Technician – Paramedic (EMT-P) license

Incumbents must possess the following within ninety (90) days of completing the probationary period and for the duration of employment:

- A valid California Class B Firefighter restricted non-commercial driver's license

OTHER REQUIREMENTS:

- Typically assigned to a workweek consisting of 24-hour shifts (56 hours/week); may be assigned to a 40-hour workweek as required
- May be required to work odd and unusual hours, including weekends and designated holidays, and to be subject to call-back in the performance of job duties
- Must be able to perform all of the essential functions of the job assignment
- A medical exam will be required prior to appointment.
- Must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

APPLICATIONS:

All individuals interested in applying for this position must submit an official City of Santa Clara Employment Application and Supplemental Application to the City of Santa Clara Human Resources Department, located at City Hall, 1500 Warburton Avenue, Santa Clara, CA, 95050. All applications will be screened to ensure candidates meet the minimum qualifications. If the number of qualified candidates is approximately 500, all of the qualified candidates will be invited to take the written examination. If the pool of candidates is larger than 500, the supplemental application will be used to further screen the candidates and a randomized lottery may be used to limit the applicant pool to approximately 500 qualified candidates.

Individuals with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, at TTY (408) 984-3042. Individuals requesting reasonable accommodation must notify the Human Resources Department by the Final Filing Date.

APPLICATION FILING PERIOD:

Application packets, which include a completed City Application and Supplemental Application, will only be accepted between **Tuesday, May 27 (8am) – Thursday, May 29, 2008 (4pm)**. No postmarks accepted for late filing. Application packets and any certifications may be submitted in person, by mail, by e-mail to humanresources@santaclaraca.gov, or by fax to (408) 247-5627. Any additional materials (resumes, cover letters, transcripts, or other documents) submitted will not reviewed. Candidates will be disqualified if they do not meet the minimum qualifications or if they submit a late or incomplete application packet.

May 27, 2008

DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

#30-08-480

RECRUITMENT NUMBER

FIREFIGHTER #30-08-480 (continued)

SELECTION PROCESS:

Please refer to the "Firefighter Selection Process" guide for detailed information on the selection process. The "Firefighter Selection Process" guide is available in the Human Resources Department, at the City's Fire Stations, and on the City's website at <http://santaclaraca.gov>. Depending on the applicant pool, it is possible that only a limited number of applicants will be invited to the written examination. Depending on logistical considerations and the size of the qualified applicant pool, it is possible that only those candidates scoring highest on a particular exam will be invited to continue in the selection process. Candidates who pass a phase of the examination but do not earn an invitation to continue in the process will remain eligible to participate in a future examination if deemed necessary by the City. Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List, which may be used for current and future vacancies in the job classification. Placement on the eligible list does not guarantee nor imply that a job offer will follow. A department interview will be required prior to appointment.

EXAMINATION WEIGHTS & SCHEDULE:

Written Examination	-	Qualifying (Pass/Fail)	-	Saturday, June 14, 2008	
Oral Examination #1	-	Qualifying (Pass/Fail)	-	Week of June 23, 2008	(Tentative)
Oral Examination #2	-	100%	-	Week of July 14, 2008	(Tentative)
Performance Examination	-	Qualifying (Pass/Fail)	-	Week of Aug 11, 2008	(Tentative)

KNOWLEDGE, SKILLS, AND ABILITIES:

FIRE SUPPRESSION (Required) - Ability to: learn and understand firefighting and rescue methods and techniques; learn the basic operation and mechanics of firefighting equipment; maintain, inspect and make minor adjustments and repairs to fire apparatus and equipment; drive fire apparatus with care and safety in accordance with the California Code during emergency and non-emergency situations; analyze emergency and non-emergency situations and adopt effective courses of action; identify fire hazards and conduct inspections; interpret, understand and carry out City and Department rules and regulations, policies, procedures and training evolutions; read and interpret maps, run cards and pre-fire plan drawings; learn the geography of the City; interpret and follow oral and written instructions; write effectively; demonstrate a basic knowledge of the principles of mathematics, English and the physical properties of matter; communicate orally in an effective manner; and deal with others, and establish effective relationships with City staff, other governmental agencies, members of the public, and others.

PARAMEDIC (Desirable) - Knowledge of: advanced Life Support pre-hospital emergency care techniques, principles, and practices; basic human anatomy and physiology; medical terminology, techniques and analytical processes used in the description and assessment of patient status; categories, applications, contraindications, and appropriate dosage levels; procedures and equipment used in vital sign monitoring; symptoms of impaired cardiac and respiratory functioning, altered states of consciousness, various types of toxicity and poisoning, shock and common diseases; applicable laws, codes and ordinances; and basic arithmetic. Skill to: use and manipulate tools, medical equipment and conditions at the scene; determine appropriate basic and advanced life support procedures; make paramedical decisions rapidly and under stressful conditions; perform basic and advanced life support procedures including cardiac and pulmonary resuscitation, cardiac monitoring and defibrillation, trauma response, and administration of medications; and communicate technical information effectively with those encountered in the course of the work.

TYPICAL DUTIES:

Responds to routine calls and emergencies for protection of life and property; assists in all phases of firefighting operations and medical emergencies as directed; operates firefighting and first aid equipment, including two-way radios; maintains and inspects equipment and makes minor adjustments and repairs to same; assists in the maintenance and clean-up in and about fire stations and other Department facilities; communicates with the public and other City employees, answering general questions and providing information as necessary; identifies fire hazards and conducts or assists in fire inspections of buildings within the City as directed; interprets Department training evolutions and assists in the training of regular and volunteer fire personnel; conducts or participates in Fire Department demonstrations as directed; participates in special Department programs and projects as directed; carries out City and Department rules and regulations, policies and procedures; maintains good relations with the public, works and cooperates with other City employees; participates in and/or directs Department physical fitness activities; attends special schools, conferences, seminars, etc. as required by the Department or City; may act as Driver/Engineer and assume the responsibilities of that position on an assigned shift; works in assigned Fire Division, at an assigned station, on an assigned shift, as determined by the Department; and performs other related duties as assigned.

PREFERENCE POINTS: To qualify for Preference Points, proof must be submitted by the application packet final filing date and time.

- Santa Clara Volunteer/Reserve Firefighter's Preference Points – applicants must submit proof of eligibility, as specified in Section 2.20 of the City of Santa Clara Civil Service Rules and Regulations (available online at <http://santaclaraca.gov/pdf/collateral/3013-CivilServiceRulesAndRegulations.pdf>)
- Veteran's Preference Points – applicants who have separated from military service (Active Duty Status) must submit proof of honorable discharge (Form DD214), as specified in Section 2.22 of the City of Santa Clara Civil Service Rules and Regulations (available online at <http://santaclaraca.gov/pdf/collateral/3013-CivilServiceRulesAndRegulations.pdf>)

BENEFITS: The City offers a variety of employee benefits including the 3% @ 50 CalPERS retirement plan. A written summary of benefits may be obtained online at <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo1.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
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